

S tudents Checklist

All students must present the following evidence:

1. Answer **all** the questions in [this form](#). Remember to **sign** pages #3 and #4.
2. **Mandatory Training for Trainees** or refresher- You must **register** yourself in www.tms.va.gov as a **Health Professional Trainee** and use as **VA point of contact your program coordinator**. This training certificate is valid for one year. To register follow the instructions attached.
3. The affiliated **University must send an official notification to the VA Program Director requesting** a rotation for their trainees. This should include: **student name, rotation timeframe**, the student's affiliate academic program and the section/service where they are planning to rotate.
4. **Varicella vaccination evidence** –Those who had varicella in the past will present varicella titers to **confirm immunity**.
5. **Citizenship** - You must present **original certificate of naturalization** or **US Passport at the time of your appointment**. If you are not a U.S. Citizen, **you must present a valid Visa at the time of your appointment**. It can be a Permanent Visa or a 1-1 Visa (Exchange Visitor). **** Only original documents are accepted as evidence. ****
6. **Trainee Qualifications and Credentials Verification Letter (TQCVL)** – The director of the program where you are currently enrolled must fill this [TQCVL template](#) and submit it to your program coordinator in the VA Caribbean Healthcare System. This letter **confirms that you are enrolled in the corresponding program in good standing, with all the necessary credentials to rotate**. Is permitted to have multiple names of trainees who will be rotating through the academic year.

****All VA residency programs are accredited by the Accreditation Council for Graduate Medical Education (ACGME). For said reason, is imperative that all applicants meet these requirements in order to rotate in the VA Caribbean Healthcare System.****